



CATAWBA COUNTY PLAN REVIEW APPLICATION

P.O.BOX 389, NEWTON, NORTH CAROLINA 28658
NEWTON OFFICE NUMBER: (828) 465-8399
NEWTON FAX NUMBER: (828) 465-8962

FOR OFFICE USE ONLY:

DATE: _____
TIME: _____
NAME: _____
PAYMENT: _____

All plan submittals must contain a NC Building Code Summary (Appendix B). All plan submittals/re-submittals of commercial plan review must be accompanied by a \$10.00 plan processing fee per TRADE. All Plans submitted shall be stapled into sets. Minimum scale shall be 1/8" per ft. & minimum sheet size shall be 11 x 17.

Name of Project:		Date of Application:	
Address of Project:		Parcel ID #:	
Applicant:		Phone #:	Fax:
Address of Applicant:		Email:	
Owner:		Phone#:	Fax:
Address of Owner:		Email:	
General Contractor:		Phone#:	Fax:
State License#:	License Classification: (i.e., H1, P1, Limited)	Federal ID #:	
Address of Contractor:		Email:	
Architect/Designer Coordinator:		Phone#:	Fax:
Address of Arch/Designer Coordinator:		Email:	
Contact Person for Project:		Phone#:	Fax:
Address of Contact		Email:	

For Commercial Projects ONLY!	Does the Project have a Fire Alarm System?	[] Yes [] No
	Does the Project have a Sprinkler / Standpipe System? *	[] Yes [] No
	*Sprinkler Plan Submission to the County, City of Hickory, Conover or Newton Fire Bureaus' is the responsibility of the customer. Plan Approval must be forwarded to the Permit Center when completed and approved.	
	Will this Project require Environmental Health Review? *	[] Yes [] No
	*If yes, submit one set of plans to Environmental Health with appropriate fee (Page 4 of this application Provides explanation as to when these are required and the fee amounts.).	
	Type of Sewage Disposal: Is Public Sewage available on or adjacent to this project? *	[] Yes [] No
	*If No, a Septic Permit must be applied for prior to project review approval, if not already approved.	
	Type of Water Service: Is Public Water available on or adjacent to this project? *	[] Yes [] No
	*If No, a Well Permit must be applied for prior to project review approval, if not already approved.	
	Are you disturbing more than 1 acre of soil? *	[] Yes [] No
*If yes, 3 sets of erosion control plans and one set of calculations must be submitted. A fee of \$200 for the first acre and \$150 for each additional acre of disturbed soil will be collected at the time of plan submittal. Additional applications will be required. Forms are at permit centers, or can be obtained from our website(See above for website address)		
Is this a New Building or Addition that is owned by a Government/Municipal Agency AND 20,000 sq ft or more? NCDOT Approval Letter MUST be submitted to this office before Permits will be issued!	[] Yes [] No	
Is this Project being submitted for Phased Construction? *	[] Yes [] No	
*If yes, please check which phase?	[] Footing / Foundation [] Shell / Hull-in [] Up-Fit	
Number of Trades: A plan review fee will be charged for EACH trade to be reviewed. This will include Building, Electrical, Plumbing and Mechanical. Fees must be paid at time of submittal. Any re-submittals will have the same fee amount due.		# of



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Trades

Describe work to be done under this Permit

DESCRIPTION OF WORK

- | | | | | | |
|---|-----------------------------------|-------------------------------------|--|---|--|
| <input type="checkbox"/> New Building | <input type="checkbox"/> Addition | <input type="checkbox"/> Alteration | <input type="checkbox"/> Mixed Add/Alter | <input type="checkbox"/> Demolition | <input type="checkbox"/> Accessory Structure |
| <input type="checkbox"/> Interior Demo /Removal | <input type="checkbox"/> Re-Roof | <input type="checkbox"/> Pier | <input type="checkbox"/> Repairs | <input type="checkbox"/> Swimming Pool | |
| <input type="checkbox"/> Footing/Found | <input type="checkbox"/> Shell-In | <input type="checkbox"/> NC Rehab | <input type="checkbox"/> Up-fit | <input type="checkbox"/> Retaining Wall | |

STRUCTURE USE/OCCUPANCY (check all that apply)

Occupancy Classification (See Classification list on sheet 5, enter multiple if mixed occupancy)

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Condominium | <input type="checkbox"/> Modular Office | <input type="checkbox"/> Retaining Walls (Sealed Plans) | |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Agricultural | <input type="checkbox"/> Multi-Residential | |
| <input type="checkbox"/> Alteration / Exterior | <input type="checkbox"/> Mixed Occupancy | <input type="checkbox"/> Alteration / Interior | <input type="checkbox"/> Pier (Sealed Plans) |

Other _____

TYPE OF CONSTRUCTION

(Circle) I II III IV V Protected (A) Unprotected (B)

Protected or Unprotected construction refers to whether the building is designed with specific fire rated construction methods.

PROJECT DATA

Total Sq Ft _____ Heated Sq Ft _____ Unheated Sq Ft _____ (basement, garage, covered decks, etc)
Basement Sq Ft _____ (finished/unfinished)
1st Floor Sq Ft _____ 2nd Floor Sq Ft _____ Exterior Finish Material _____
of Units _____ # of Stories _____ Building Height _____
Type of Heat _____ Type of Foundation _____

TRADES NEEDED FOR PROJECT:

- ☐ Electrical ☐ Plumbing ☐ Heating/ A/C ☐ NONE

I hereby certify that all information in this application is correct and all work will comply with the State Building Codes and all other applicable State and local laws and ordinances and regulations. I understand that a Certificate of Occupancy is required prior to occupying the premises and the Building Services Department will be notified of any changes in the approved plans and specifications for the project permitted herein.

Expired plans: All plans not resubmitted or permitted twelve months after the last review will be considered expired and will require a new submittal with review.

Plans accepted for review

Date Accepted

By

Plans not accepted for review

Date Notified

By



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NUMBER OF PLANS NEEDED FOR COMMERCIAL PLAN REVIEW

Each Jurisdiction within Catawba County has different requirements concerning the number of Plans required for commercial plan review. Use the following information to determine the number of plans that must be submitted to the **Catawba County Permit Center** for each project. **A separate Plan submittal will be required for EACH BUILDING submitted for a project. There will be a \$10.00 Plan review fee for each plan submittal or re-submittal.** Approval from all applicable jurisdictions must be received prior to any building permits being issued.

***See attached Environmental Health Notice to determine if an additional set of plans is required for Health**

Jurisdiction	Number of Plans *	Additional Requirements
Town of Brookford (828) 322-4903	3 Full Sets with Site Plans	Brookford Zoning Department requires plans be submitted to their office in addition to those listed here.
City of Claremont (828) 459-7009	3 Full Sets with Site Plans	Claremont Zoning Department requires plans be submitted to their office in addition to those listed here.
City of Conover (828) 464-1191	2 Full Sets with Site Plans	Conover Zoning Department requires plans be submitted to their office in addition to those listed here.
Catawba County (828) 465-8380	4 Full Sets with Site Plans	A Zoning Application must be submitted with plans.
City of Hickory (828) 323-7422	7 Full Sets with Site Plans	A Zoning Application and <u>Grading application</u> must be submitted with plans.
Town of Longview (828) 322-3921	3 Full Sets with Site Plans	Longview Zoning Department requires plans be submitted to their office in addition to those listed here.
Town of Maiden (828) 428-5000	3 Full Sets with Site Plans	Maiden Zoning Department requires plans be submitted to their office in addition to those listed here.
City of Newton (828) 465-7400	2 Full Sets with Site Plans	Newton Zoning Department requires plans be submitted to their office in addition to those listed here.
Town of Catawba (828) 241-2215	3 Full Sets with Site Plans	Town of Catawba Zoning Department requires plans be submitted to their office in addition to those listed here.

Department Review.

Fire Prevention Plan Review

The following jurisdictions have their own Fire Inspection Bureau's. Any project with Sprinklers, Automatic Fire Suppression systems, Fire Alarm Systems, or Hazardous Occupancies, must obtain separate approval and permits from these jurisdictions. All other areas within Catawba County will be administered by the Catawba County Fire Marshal's Office.

Hickory	City of Hickory Fire Prevention Bureau (828) 323-7522
Conover	City of Conover Fire Prevention Division (828)464-1191
Newton	City of Newton Division of Fire Prevention (828) 695-4284



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ENVIRONMENTAL HEALTH PLAN REVIEW NOTICE

If you will be commencing construction or operation of any of the uses listed below, you must also apply to the Catawba County Environmental Health department for a permit and provide a set of plans for review. A Catawba County Environmental Health Contact Info form must be completed and submitted with the plan.

Facilities serving food to the public must also submit a "Food Service Plan Review" application and a \$200.00 plan review fee. Public swimming pools and spas also submit the "Application for Public Swimming Pool Operation Permit" and a \$300.00 plan review fee.

Tattoo establishments must also submit the "Application for Tattooing Permit" and a \$200.00 application fee. The forms are available at the Catawba County Building Services, or on the Environmental Health website at <http://www.catawbacountync.gov/environmentalhealth>

The General Statutes of North Carolina, under Public Health Law, § GS 130A, prohibits commencing construction on these types of facilities without first submitting plans and receiving approval from the local Environmental Health Department.

- Restaurant or any other facility selling food to the public
- Meat Market
- School Building or Lunchroom, public or private (includes colleges)
- Commissaries
- Elderly Nutrition Site
- Sport concession stand
- Hotel, Motel, or other Lodging establishment
- Bed and Breakfast Home or Inn
- Summer Camp
- Rest or Nursing Home
- Hospital
- Child Day Care Facility
- Migrant Housing
- Residential Care
- Jail
- Orphanage, Children's Home or similar
- Tattoo Parlor
- Swimming pool, spa, water spray area or other public impoundment of water (except single-family private residences)

If you have questions regarding whether your facility must obtain a plan review and permit from the Environmental Health Department, please call (828) 465-8270, or visit our offices, located in the Catawba County Government Center at 100A Southwest Boulevard, in Newton, North Carolina.



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OCCUPANCY CLASSIFICATIONS AS DEFINED IN THE NC STATE BUILDING CODE

Please use these classifications

- A-1: Assembly, Theatres w/ Stage
- A-1: Assembly, Theatres w/o Stage
- A-2: Assembly, Nightclubs
- A-2: Assembly, Restaurant, Bar & Banquet Hall
- A-3: Assembly, Churches
- A-3: Assembly, Community Halls, Libraries
- A-4: Assembly, Arena
- A-5: Outdoor Stadiums
- B: Business, Office building
- E: Educational
- F-1: Factory and Industrial, Moderate Hazard
- F-2: Factory and Industrial, Low Hazard
- H-1: High Hazard, Explosives
- H-2: High Hazard
- H-3: High Hazard
- H-4: High Hazard
- H-5: HPM
- I-1: Institutional, Supervised Environment
- I-2: Institutional, incapacitated
- I-3: Institutional, Restrained
- I-4: Institutional, Day Care Facilities
- M: Mercantile
- R-1: Residential, Hotels
- R-2: Residential, Multiple Families
- R-3: Residential, One-and-Two Family
- R-4: Residential, Care/Assisted Living Facilities
- S-1: Storage, Moderate Hazard
- S-2: Storage, Low Hazard
- U: Utility, Miscellaneous